

# STATE OF KANSAS

KANSAS BOARD OF COSMETOLOGY  
714 SW JACKSON STREET, SUITE 100  
TOPEKA, KS 66603



PHONE: (785) 296-3155  
FAX: (785) 296-3002  
kboc@ks.gov  
[www.kansas.gov/kboc](http://www.kansas.gov/kboc)

GOVERNOR JEFF COLYER, M.D.  
CHIQUITA C. COGGS, EXECUTIVE DIRECTOR

Dear School Administrators,

Your school license expires June 30, 2018.

- 1) Please submit your current enrollment agreement, the current rules and regulations of the school, and the refund policy along with your school renewal application.
- 2) The Board issues approval letters for the programs offered at your school during renewal. Please submit the following information for each program for which you would like to receive approval from the Board:

- Program curriculum
- Program class schedule for full and part-time students. Each program is required to have a part-time schedule to accommodate students not able to attend full time.
- Program specific enrollment agreement and rules if applicable.

**If your school is regionally or nationally accredited, you may send a copy of your current school catalog in lieu of the above requested documents for renewal and program approval. All documents requested must be included in the school catalog or must be provided in addition to the catalog.**

KBOC program approval letters for 2018-2019 will be issued upon receipt of the requested program information. Submissions should be organized, compiled electronically and emailed directly from the school to Darla Ray at [darla.ray@ks.gov](mailto:darla.ray@ks.gov).

Authorized by KSA 65-1903(a)(6)(i); KSA 69-3-28; KSA 65-1903(a)(2)(A)